

*An Equal Opportunities Employer*

## **GUIDANCE FOR COMPLETING THE APPLICATION FORM**

*This form is available in Braille, large print, disk or audio tape from the Human Resources Team.*

**Please read this guidance carefully before you start filling in your application form. Use black ink.**

We have designed this form to obtain information in a consistent layout from everyone applying for a job, so **do not send or enclose a CV** as to keep in line with our Equal Opportunities Policy we can only consider the information requested in the application form.

It is not possible to interview every applicant for a vacancy; therefore, it is necessary to draw up a shortlist.

The application form is very important as it is used in all stages of the recruitment process. The criteria used by the selection panel for shortlisting purposes are contained in the person specification.

Complete each section of the form in as much detail as possible. The information you provide in your application is the only information we will use when matching your experience, qualifications, skills and knowledge to those needed for the job. We cannot make assumptions about your abilities and we do not take into account any information we know about you or any previous applications. Read the job description and person specification carefully.

Describe your experience, skills and knowledge you will bring to the job. Explain how you meet the requirements of the job listed in the person specification and job description. Give examples of how you match each requirement where possible. Use extra sheets of paper if you need to.

*For example, if the person specification asks for experience of reception work, possible responses could be:*

**Example 1:**

I have worked as a receptionist for two years

**Example 2:**

I have worked as a receptionist for two years and I am responsible for dealing with all visitors and incoming calls through a switchboard. I also distribute mail and frank outgoing mail. I have developed my skills in verbal communication and can confidently deal with difficult or sensitive situations and complaints.

**Both examples tell us that the person has done reception work but the second example tells us what the job involves and the skills the person has as result of doing that role.**

Remember that the experience you have gained outside of paid work is also important. Think about what you have done in the home or voluntary work when considering how you meet the requirements of the job.

Do not send the same form for all jobs – pay attention to the specific requirements of the job listed particularly in the person specification.

## **GUIDANCE FOR COMPLETING THE APPLICATION FORM** - *continued*

Please ensure you complete the Equal Opportunities Form, sign and return it in the separate pre-paid envelope marked confidential.

Ensure that your referees include your present and previous employers. If this is not possible use people you have known in a professional capacity.

If possible, make a copy of your completed form so that you can refer to it in the future.

Return your forms before the closing date to the following address:

**By Post:-**

Human Resources Team  
South Essex Homes  
PO Box 5817  
Southend-on-Sea  
Essex  
SS1 9EL

**By Email:** - [jobline@seh.southend.gov.uk](mailto:jobline@seh.southend.gov.uk)

If shortlisted you will hear from us within 28 days of the closing date.

We cannot accept late application forms.

### **SOUTH ESSEX HOMES RECRUITMENT PROCEDURE**

The 3 stage recruitment process consists of:

**Stage 1:** Completion of Application Form and successful shortlisting.

**Stage 2:** Interview which may include a task.

**Stage 3:** Satisfactory references and medical clearance and Criminal Record Bureau disclosure checks where required.

The successful applicant will not be offered a position until all 3 stages of the Recruitment Procedure have been completed.